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Approved For Release 2000/08/27 : CIA-RDP78-02990A000100040176-4

OFFICE OF TRAINING

7 February 1964

NOTICE  
NO. 3-64

SUBJECT: Broyhill Building Emergency Evacuation Plan

1. BROYHILL BUILDING EMERGENCY PLAN

In compliance with current regulations each office occupying space in buildings in the Metropolitan area of Washington, D.C., will select emergency evacuation officers to act as room, corridor, exit, stairway and shelter wardens. In the event of an emergency, these individuals will be responsible for directing Agency personnel to appropriate areas and insuring that all classified material and equipment have been properly secured.

2. PURPOSE

The purpose of this memorandum is to provide an emergency evacuation plan for Agency personnel occupying the Broyhill Building, 1000 North Glebe Road, Arlington, Virginia. The information in this plan will aid in rapid and orderly evacuation of the building and provide protection for personnel in the event of fire or other emergencies which may require personnel to evacuate their offices.

3. FIRE ALARM SYSTEM

(a) Broyhill Building is equipped with an internal fire alarm system. There are three fire alarm pull boxes on each floor, second through eighth. Box #1 is located on the wall to the right of the stair exit on all floors on the North Fairfax Drive side of the building. Box #2 is on the wall to the right of the elevator lobby in the main corridor. Box #3 is on the wall to the left of the stair on the North Glebe Road side of the building. When the alarm is activated on floors 1 through 8, the first ringing of the alarm will be the general alarm notice (four rings). The next bell ringing will identify the floor and the third ringing will indicate to the Building Superintendent the location of the area where the alarm pull box which was activated is located. Should there be a fire below the first floor the alarm bell will ring three times instead of four.

(b) The first floor has four alarm boxes, two on the wall in the lobby and one at each end of the main corridor on the wall at the exit doors.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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(c) Alarm systems are never tested in the building during regular working hours, and they are not tested after hours without the occupants having been notified previously. Whenever the fire alarm system (bell) sounds all employees, except those with emergency evacuation assignments, should respond immediately and with no questions asked, by evacuating the building.

(d) The Broyhill Building fire alarm system is an internal alarm system and is not connected with either Langley Headquarters Building or the Arlington County Fire Department.

#### 4. FIRE FIGHTING EQUIPMENT

All floors, second through eighth, are equipped with fire hose and extinguishers. Fire hose stations are located to the right of the elevators on the wall in the main corridor and at the end of corridors on the wall on the North Fairfax Drive side of the building. Fire extinguishers are located on the wall near the exit stairs at each end of all main corridors and in the main first floor lobby.

#### 5. REPORTING

It will be the responsibility of any employee who discovers a fire which cannot be extinguished immediately to:

- (a) Activate the nearest internal fire alarm box. Alarm boxes are located on all floors at stairway exits and on the wall to the right of the elevators on all floors.
- (b) Notify the Building Guard on Extension 2355 and the Building Emergency Officer, Extension 3107. (After hours the Building Emergency Officer, [REDACTED] can be reached on [REDACTED])

#### 6. TO EVACUATE THE BUILDING - FIRE

In order to evacuate the building quickly, floors have been divided into two sections, using the elevator bank as a center point. Offices and classrooms to the left of the elevators will evacuate the building via the stairway at the end of the left main corridor; those to the right of the elevators will use the stairway at the end of the right main corridor.

#### 7. WHEN FIRE ALARM SOUNDS

- (a) Place all classified material in safes or secure areas.

- (b) Close all windows and turn off all electric equipment and lights.
- (c) Leave the building promptly via designated EMERGENCY EXIT. Take your badge and personal belongings with you. Badges need not be shown when leaving the building.
- (d) Go to the outer fringe of the parking lot in the rear of the building. Remain in the parking area until advised by emergency personnel to return to your office.
- (e) Re-enter the building only when instructed by emergency personnel on duty.
- (f) Exits must never be blocked.
- (g) Elevators should not be used for evacuation due to possible smoke condition and/or electrical failure.

8. VISITORS

Persons having visitors will be responsible for their evacuation. On returning to the building, visitors for the 4 through 8 floors will have to be processed at the Receptionist desk on the 4 floor.

9. CARS PARKED IN REAR OF BROYHILL BUILDING

To prevent congestion during an emergency, cars parked in the rear of Broyhill Building will be moved only upon orders from the Emergency Officers.

10. STUDENT EVACUATION

- (a) Instructors will be responsible for briefing their classes on the Emergency Evacuation Plan for the Broyhill Building and the appointment of students to assist in securing the classrooms and evacuation of students.
- (b) Instructors will make sure all classified material has been secured. Windows should be closed and electrical equipment disconnected. Bulky classified material should be secured in secure areas.

11. EVACUATION RESPONSIBILITIES

- (a) Evacuation officers, floor, room and stairway exit wardens have been selected and briefed for the evacuation of the Agency area of Broyhill Building.

- (b) In the event of an emergency necessitating building evacuation, the Emergency Evacuation Officer with his two assistants will report to the First Floor Lobby where they will direct the evacuation of Agency personnel.
- (c) Floor Wardens will take up their stations in the main corridor opposite the elevator lobbies to direct the floor evacuation. When their floors have been secured and evacuated they will report to the evacuation officer on the first floor for further instructions [REDACTED] then evacuate the building.
- (d) Room Wardens and classroom instructors will report to floor wardens when their rooms have been secured and evacuated, then evacuate the building.
- (e) Fourth floor stairway wardens will open the fire exit doors. After the emergency they will guard these exits to prevent re-entry until the USSP Guard has locked and re-sealed the doors.
- (f) First floor stairway exit wardens will be stationed at the first floor stairway exits to direct evacuees to assemble and remain at the outer fringe of the building parking lot until further instructed.

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12. RE-ENTRY

- (a) Employees and visitors will re-enter the building through the normal entrance. Badges will not be needed for emergency evacuation of the building. However, on return, they must be displayed to the guard on the fourth floor. Visitors will have to be reprocessed by the Receptionist on the fourth floor.
- (b) All Agency personnel with offices in the Broyhill should, as soon as possible, become familiar with location of exits, fire hose, fire extinguishers and alarm pull box locations.

13. BROYHILL ELEVATOR EMERGENCY SYSTEM

For use in case of an emergency when persons are trapped in the elevator there is a button marked alarm at the top of the floor selector alarm panel on each side of the elevator interior. When this alarm is activated it will ring a bell located on the fourth floor and in the elevator. The guard will contact [REDACTED]

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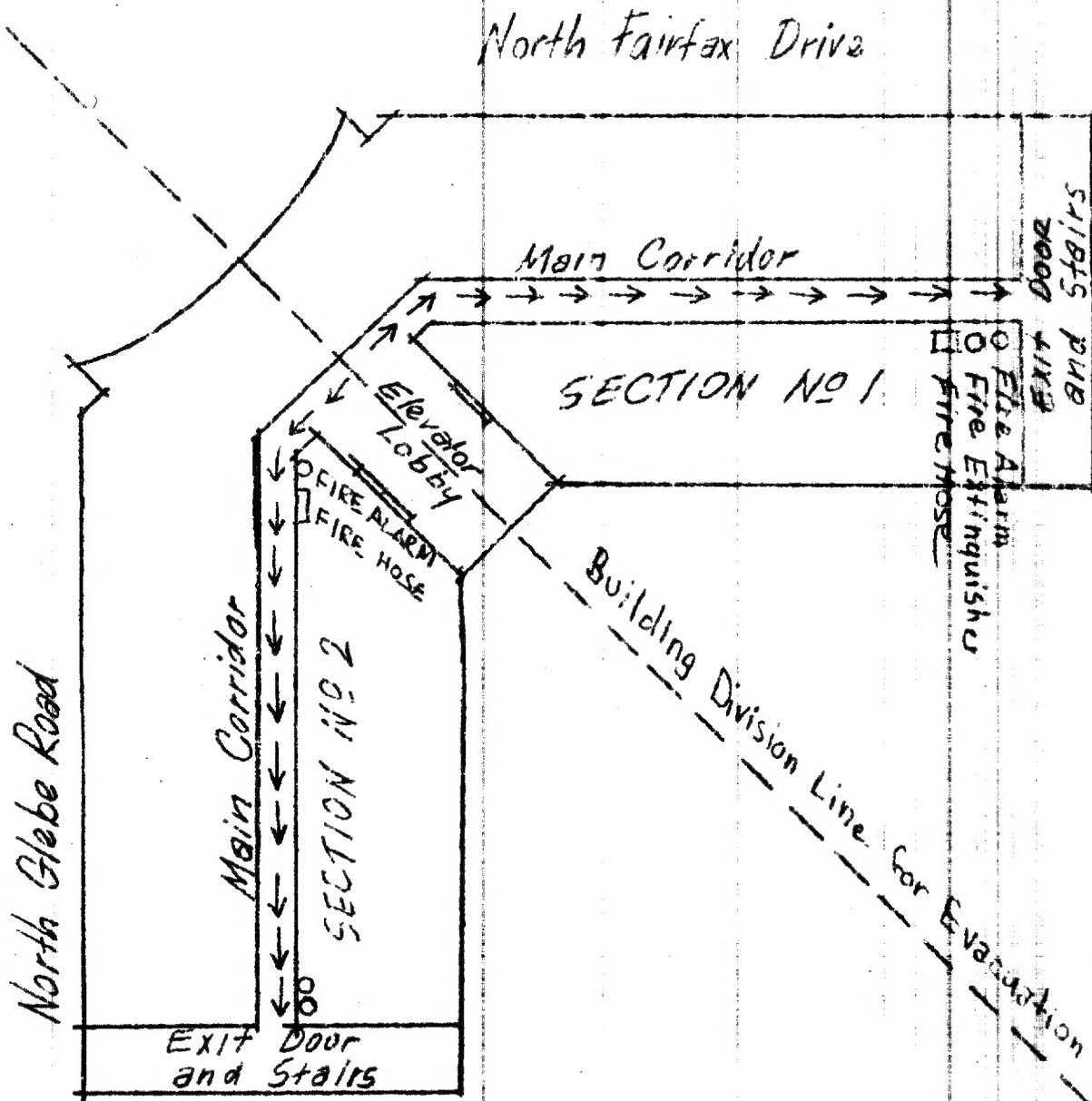
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Building Superintendent, (daytime [REDACTED]  
who when necessary will call the elevator emergency repairmen.  
Should [REDACTED] be unavailable the guard will contact the  
elevator emergency repairmen.

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[REDACTED]  
MATTHEW BAIRD  
Director of Training



FLOOR PLAN - BROYMILL BLDG.

1006 N. GLEBE ROAD, ARL. VA

(NOT TO SCALE)